



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 5450.15B
ASN (M&RA)

18 December 1992

SECNAV INSTRUCTION 5450.15B

From: Secretary of the Navy

Subj: UNITED STATES NAVAL HOME (USNH)

Ref: (a) Public Law 101-510 (1990), "National Defense
Authorization Act for Fiscal Year 1991"
(b) Title 10, United States Code
(c) Title 24, United States Code
(d) Title 37, United States Code
(e) DOD Directive 1338.20 of 13 Aug 91 (NOTAL)

1. Purpose. To implement references (a) through (e) that govern the operation and administration of the United States Naval Home (USNH) and to announce policy with respect to the responsibilities of the Secretary of the Navy (SECNAV) under those references. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 5450.15A.

3. Applicability. This instruction applies to the Department of the Navy (including the Coast Guard when it is operating as a Military Service in the Navy).

4. Background. Early legislation leading to the establishment of the Naval Home authorized the commissioners of naval hospitals to provide a permanent home for disabled and elderly Navy officers, seamen, and Marines. The powers and duties of the commissioners and their authority to control hospital funds were transferred to the Secretary of the Navy in 1832, and the Naval Home officially opened on 23 May 1834 in Philadelphia, Philadelphia. In 1976 the home was relocated to Gulfport, Mississippi. In 1991 the Naval Home, previously a naval shore activity, became part of the independent establishment in the Executive branch of the Federal Government known as the Armed Forces Retirement Home (AFRH), which also includes the United States Soldiers' and Airmen's Home (USSAH), located in Washington, DC. An AFRH Board of Trustees was established by reference (a) to exercise policy oversight over both retirement homes and to oversee the activities of any local boards of trustees.



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18 DEC 1992

5. Responsibility

a. Per references (a) through (d), SECNAV has certain statutory responsibilities for the USNH and shall:

(1) Appoint the Chair and members of the USNH Board of Trustees as follows:

(a) One person who is a civilian expert in nursing home or retirement home administration and financing from the geographical area of the USNH.

(b) One person who is a civilian expert in gerontology from the geographical area of the USNH.

(c) One person who is a Service expert in financial management.

(d) One person from the Department of Veterans Affairs (DVA) regional office nearest to the USNH, who shall be designated by the Secretary of the Department of Veterans Affairs.

(e) One representative from the USNH Resident Council who shall be a non-voting member.

(f) One enlisted representative from SECNAV's Advisory Committee on Retired Personnel.

(g) One senior representative from the military hospital nearest to the USNH.

(h) One senior representative from the Judge Advocate General's Corps of the Navy.

(i) The Director of the USNH who shall be a non-voting member.

(j) The Master Chief Petty Officer of the Navy.

(k) One senior representative from the Navy or Marine Corps Personnel Chief's office.

(2) Deposit fines, forfeitures, and deductions from the pay of enlisted members, warrant officers, and limited duty officers into the AFRH Trust Fund, USNH subhead account during the period 5 November 1990 through 30 September 1994, in accordance with sections 1519 and 1531 of reference (a), section

18 DEC 1992

2772 of reference (b), sections 419 and 431 of reference (c), section 1007(i) of reference (d), and paragraph E3e of reference (e). Thereafter, deposits will be made to the AFRH Trust Fund in accordance with section 2772 of reference (b), sections 419 and 431 of reference (c) and paragraph E3e of reference (e).

b. SECNAV, per reference (e), is designated as the Department of Defense (DOD) Executive Agent supporting statutory responsibilities of the Secretary of Defense under references (a) through (d) for the USNH and shall:

(1) Appoint the Deputy Director of the USNH.

(2) Ensure that the Navy Inspector General inspects the USNH on a rotational basis with the DOD Inspector General, in accordance with section 1518 of reference (a) and provides copies of resulting inspection reports to Director, USNH, USNH Board of Trustees, Chair of the AFRH, SECNAV, and to ASD(FM&P).

(3) Provide nominees for the position of USNH Director to the AFRH Board of Trustees.

(4) Review and comment on annual reports requested of the USNH Board per paragraph 8.

The Deputy Assistant SECNAV (Force Support and Families) (DASN (FSF)) will act as the action office for SECNAV.

c. The USNH Board of Trustees, established by references (a) and (c), provides operational oversight for the USNH. Appointments to the Board will be made with the view of ensuring that all members of the Board share a commitment to:

(1) the long-term fiscal stability of the USNH;

(2) the highest achievable quality-of-life for the residents, particularly in the areas of health care, habitability, and recreational and spiritual opportunities;

(3) the satisfaction, as a minimum, of industry standards and accreditation requirements for a continuing-care retirement community;

(4) the willingness to utilize the USNH Resident Council as a partner in decision-making.

d. In accordance with references (a) and (c), SECNAV appoints the members of the Board so that it may:

18 DEC 1992

(1) Establish standing rules, bylaws, and policies enabling the necessary oversight of the operation of the USNH.

(2) Review and forward the budget requests prepared by the Naval Home;

(3) Review policy actions that will improve AFRH operations and resident quality-of-life and recommend policy changes to the AFRH Board (a copy for SECNAV is requested);

(4) Perform the necessary evaluations to support the nomination to SECNAV of candidates for USNH Board Chair, the gerontologist and retirement home expert on the USNH Board, and USNH Director and Deputy Director.

(5) At the request of SECNAV, provide a copy of USNH Board responses to Inspector General reports of investigation for review and comment by SECNAV.

e. The position of Chair of the USNH Board of Trustees is established by references (a) and (c). Any nomination to SECNAV for this position will be reviewed by DASN (FSF) to ensure a candidate is selected who will effectively perform and pursue the following suggested functions and objectives--

(1) Conducting quarterly USNH Board meetings;

(2) Establishing, as necessary, special advisory subcommittees to address relevant issues: e.g., budget, staffing, admissions, legal matters, medical care, facilities, and resident programs.

(3) Maintaining liaison with SECNAV and the Assistant Secretary of Defense (Force Management & Personnel) (ASD (FM&P)) to coordinate contemplated AFRH actions and policies;

(4) Providing minutes of the local Board of Trustees meetings to SECNAV, ASD (FM&P), and the AFRH Board;

(5) Providing recommendations from the Board on nominations under the purview of SECNAV for offices relating to the Naval Home;

(6) Attending AFRH Board meetings as a voting member.

f. The position of USNH Director is established by references (a) and (c). Any nomination to SECNAV for this position will be reviewed by DASN (FSF) to ensure a candidate is

18 DEC 1992

selected who will effectively perform and pursue the following suggested functions and objectives--

(1) Ensuring that the USNH provides a comfortable, safe, and secure permanent home and certain health care services for its residents;

(2) Ensuring that the USNH provides a hospitable environment for all residents (enabling them to live their remaining years among friends in an atmosphere of personal dignity), defines and promulgates residents' rights and responsibilities, and operates in a manner that is free of bias, based on race, sex, ethnic group, religion or national origin;

(3) Ensuring that the USNH retains its unique Service identity, atmosphere, and traditions;

(4) Providing for the efficient conduct of USNH Board of Trustees meetings, facilitating information flow, interaction between Board members and residents, and logistic arrangements, and;

(5) Attending USNH and AFRH Board meetings as a non-voting member of both Boards.

6. Policy

a. As directed in references (a) and (c), the term of office for each member of the USNH Board shall be 5 years, and the term of office for the Chair shall be 3 years. A member whose term of office has expired may continue to serve until the successor for the member is appointed or designated.

b. When vacancies occur on the USNH Board, SECNAV, who has appointment authority for members of the USNH Board, shall request of and rely on the following entities to review qualifications and provide nominations for appointment:

(1) The USNH Board of Trustees: for the positions of USNH Board Chair, retirement homes expert, and gerontologist;

(2) The Advisory Committee on Retired Personnel: for the enlisted advisory committee representative;

(3) The USNH Resident Council: for the resident advisory committee representative;

18 DEC 1992

(4) The Department of Veterans Affairs: for the local DVA representative;

(5) The Chief of Naval Personnel: for the senior representative from the Bureau of Naval Personnel;

(6) The Office of the Comptroller of the Navy: for the senior representative in financial management;

(7) The Deputy Chief of Staff for Manpower and Reserve Affairs for the Marine Corps: for the senior representative from that Service's personnel office;

(8) The Office of the Navy Judge Advocate General: for the senior representative from the JAG Corps;

(9) The Commander, Keesler Air Force Base Medical Center: for the senior representative from that facility.

c. SECNAV shall appoint the Master Chief Petty Officer of the Navy to the USNH Board.

d. SECNAV shall request of and rely on the USNH Board of Trustees to review qualifications and provide nominations for USNH Director and Deputy Director. Recommended candidates for Director will be forwarded by SECNAV to the AFRH Board. The Deputy Director is appointed by SECNAV per reference (e).

e. The Bureau of Naval Personnel and Headquarters, Marine Corps (and the Commandant of the Coast Guard, when it is operating as a Military Service as part of the Navy) will ensure that all fines and forfeitures and deductions from the pay of enlisted members, warrant officers, and limited duty officers are deposited into the AFRH Trust Fund in accordance with references (a) through (d). See paragraph 5a(2).

7. Action

a. SECNAV appoints the members of the USNH Board of Trustees and deposits fines and forfeitures and deductions from the pay of enlisted members, warrant officers, and limited duty officers into the AFRH Trust Fund in accordance with references (a) through (d), and acts as the DOD Executive Agent for the Naval Home for certain actions in accordance with reference (e).

b. The USNH Board of Trustees, under the AFRH Board, exercises operational oversight for the USNH, as directed by references (a) and (c).

18 DEC 1992

c. The USNH Board Chair, per references (a) and (c), will perform the duties and act in the capacity normally associated with such a position for a period of 3 years after appointment.

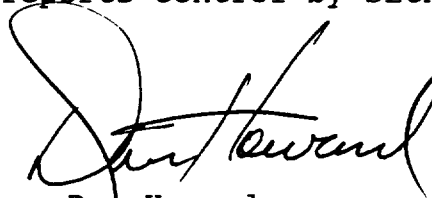
d. The USNH Director implements policy issued by the AFRH Board of Trustees and is subject to the oversight responsibility of the USNH Board of Trustees, as directed by references (a) and (c).

e. Per references (a) and (c), the USNH Board is required to provide reports to the AFRH Board at least twice annually. The AFRH Board has accepted in its deliberations that the following two reports shall fulfill this requirement.

(1) Annual Report to Congress. Under references (a) and (c), the AFRH Board is required to submit to the Secretary of Defense, for transmission to Congress, not later than 90 days from the end of that fiscal year, an annual report describing the financial and other affairs of the AFRH. This annual report is comprised of reports prepared by the USNH and USSAH that have been approved by their respective Boards of Trustees. In order to allow the Secretary of Defense to fulfill his responsibilities under references (a) and (c), he has directed by reference (e) that SECNAV review and comment on the USNH portion of the report prior to its submission to the Secretary of Defense. To facilitate this effort, the USNH Board will be requested to provide a copy of the report to SECNAV.

(2) Semi-annual Report of the USNH Director to the AFRH Board. In order that SECNAV may be able to follow the progress being made by the USNH so as to vouch-safe his responsibilities under references (a) through (e), the USNH Board will be requested to provide a copy of this report to SECNAV after its completion and approval by the USNH Board for forwarding.

8. Reports. The reporting requirements contained in paragraphs 7e(1) and (2) are exempt from reports control by SECNAVINST 5214.2B.



Dan Howard
Acting

Distribution: (see next page)

SECNAVINST 5450.15B
18 DEC 1992

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